

CONFIDENTIAL

14 May 1958

MEMORANDUM FOR: Division, Staff and Branch Chiefs

SUBJECT : Progress Report

1. RI has now destroyed a total of 1,115 feet of paper - or a pile of paper twice as high as the Washington Monument. This is paper that your records officers have authorized to be destroyed from the L Building collection alone, not counting Archives, Records Center, or superfluous holdings in the branches.

2. Destruction figures below have been tabulated according to division, comparing the amount of destruction against division holdings in RI on 1 June 1957. (Note: An additional 95 feet of Bulkies which have been destroyed are not included in this tabulation.) Be it understood that the percentages in the right hand column reflect the amount of effort each division has put into this program, not the relative worth of their material! A detailed report has been prepared by the RI Projects Officer for each division, listing which files have been destroyed and which still remain to be worked over.

Division	Holdings in Cubic Feet, 1 June 57	Cubic Feet Des- troyed as of 8 May 58	Percentage of 1 June 57 Holdings
EE	740	355	48
FE	450	175	38
NEA	200	60	30
SE	240	80	33
SR	220	25	11
WE	360	55	15
WH	240	50	20
Categories 100 & 200	510	220	43
TOTAL	2,960	1,020	34

22 MAY 1958

C O N F I D E N T I A L

3. Although other measures have contributed to improved RI services - the introduction of the Night Shift, and new mechanical procedures - the removal of unnecessary and obsolete paper from the Files Section has had a direct effect on the work done by RI. A year ago, the average name trace required more than two weeks to complete. Nowadays, the average request for an index search is completed and returned in less than 24 hours, and the average request for documents is ready for return to the requester within 48 hours. About 10% of the references listed on name check forms are to documents which have been ordered destroyed as worthless. This factor alone greatly reduces the work of your name tracers.

4. There is still much work to be done, particularly in weeding out and destroying and correcting useless and incomplete index cards. We cannot be satisfied until the whole name-trace process averages under 24 hours, and we are sure that is possible. But you have made great strides in the past few months; I congratulate you and your personnel for your conscientious efforts to help RI help you.

DD/P

25X1

25X1

cc: COPS  
CSRC Members

C O N F I D E N T I A L